

## Material Acceptance Criteria

### Preamble

RCABC Guarantee Corp. (RGC) will receive and review applications, in compliance with this Policy, from its Associate Members to accept roofing materials for inclusion under the RoofStar Guarantee Program.

### 1. DEFINITIONS

In this Policy, the following words and phrases will have the following meanings:

- 1.1 **"Roofing Systems"** means a structurally supported assembly of Roofing Materials which, when assembled on the exterior surface of a deck, provides protection for the deck and the inner face and top of adjacent parapet walls from the exterior elements.
- 1.2 **"Roofing Materials"** means those materials which are components of a Roofing System, including all materials which, including the membrane and insulation, are required for the construction of the Roofing System.

### 2. APPLICATION

Any application for Roofing Material or Roofing System acceptance will undergo the following review process:

- 2.1 The applicant will make a written application to RGC addressing all current policy criteria established. A separate application is to be made for each Roofing Material or Roofing System for which the applicant request acceptance, accompanied by Form F-090 and the relevant attachments. An application for a Roofing Material which serves as a component of a Roofing System without reference to all other Roofing Materials of such Roofing System, will be considered to be incomplete.
- 2.2 The Applicant must have signed and returned the Material Acceptance Agreement (Form A-078) to RGC concurrently with or prior to application for acceptance of Roofing Materials.
- 2.3 RGC Staff will review completeness of the application and will request any additional information required.
- 2.4 The Technical Committee will review the application and staff comments and will formulate a recommendation to the Board. A presentation to the Technical Committee may be requested at this time and if requested must be provided by the Applicant prior to the Technical Committee's recommendation to the Board of Directors of RGC.
- 2.5 The Board may approve or reject the application by formal resolution.
- 2.6 RGC will notify the applicant in writing of the Board decision.
- 2.7 RGC will publish details of Roofing Systems or Roofing Materials as accepted in the Roofing" Practices Manual (RPM Online). An information sheet prepared by the applicant is required for all materials and systems accepted by RGC.
- 2.8 RGC undertakes to provide a decision by the Board of Directors on all applications for material acceptance within four months of receipt of a complete application by RGC for Complete Roofing Systems and/or Roofing Membrane materials and/or Polyisocyanurate Insulation. Other material acceptance requests (typically for roof accessory products), are normally considered by the Board within two months from receipt of a complete application.

## 2.9 Application Requirements

Summary of FORMS REQUIRED for complete application.

- |    |  |                    |
|----|--|--------------------|
| 1) | Application  | F-090              |
| 2) | Commitment to Guarantee Program                                | A-055              |
| 3) | Corporate Asset Review by RGC consultant                       | Required           |
| 4) | Material Acceptance Agreement                                  | A-078              |
|    | for DOMESTIC applicant:  |                    |
|    | WITH ASSETS in Canada  | A-078              |
|    | WITHOUT ASSETS in Canada                                       | A-078              |
|    | for FOREIGN applicant  | A-078              |
| 5) | Bond (Primary roof coverings and polyisocyanurate insulations) |                    |
|    | for DOMESTIC applicant:  |                    |
|    | WITH ASSETS in Canada  | A-080 (continuing) |
|    | WITHOUT ASSETS in Canada                                       | A-080 (continuing) |
|    | For FOREIGN applicant  | A-080 (continuing) |
| 6) | Letter of intent from bonding company                          | Required           |

## 3 **ADDITIONAL REQUIREMENTS FOR APPLICATION**

- 3.1 RGC may, at its sole discretion, request additional documents or information relating to an application at any time, which if requested, will be provided by the Applicant.
- 3.2 RGC may, at its sole discretion waive or vary any of the requirements set forth herein on such terms and conditions as it sees fit and no condition of this policy shall prevent RGC from granting acceptance of a newly developed or introduced Roofing Material or Roofing System as long as the Board is satisfied that such acceptance is properly granted.
- 3.3 Application requirements and conditions for acceptance may vary for the following product groups:
- Complete Roofing Systems vs. Roofing Materials only
  - Non-conventional membranes vs. Conventional membrane (BUR) materials
  - Insulation materials
  - Auxiliary Roofing Materials
  - Metal Roofing

## 4 **DETAILS OF CONDITIONS REGARDING THE APPLICANT**

- 4.1 The submission of a corporate profile and / or short history and / or resume of the applicant's principals will be required. (Annual Report will be acceptable for a public company).
- 4.2 If applicant is a private company, a letter outlining the financial stability and prior performance of the applicant in Canada and/or BC and identifying the assets held in BC will be required. This letter should normally be issued by the applicant's external professional accountant.

At the option of the applicant, such information may be submitted confidentially for review and assessment to an independent financial consultant named by RGC below.

Mr. Ronald Coleman  
Coleman Management Services Inc.  
7451 Bassett Place  
Richmond, BC V7C 4A8  
Telephone: (604) 241-0666  
Email: Ronald@ronaldcoleman.ca

The independent consultant may thereupon express his views on the financial stability of the applicant and related matters to RGC in confidence.

- 4.3 The duly signed and sealed Material Acceptance Agreement (Form A-078) together with a Letter of Intent to issue a bond (Form A-080) in favour of RCABC/RGC upon acceptance of the application by RGC must be provided in accordance with the conditions of this Policy. The bond is to be in the amount of \$100,000 and must be issued by an insurer licensed under the Insurance Act and entitled to carry on business in the Province of British Columbia.
- 4.4 Proof and details of coverage of the applicant for any existing comprehensive general or product liability insurance must be provided.
- 4.5 The applicant must be an Associate Member of RCABC.
- 4.6 The applicant must be a corporation which has been active in the manufacture or supply of Roofing Materials or Roofing Systems to the roofing industry and which has been in business for at least two years preceding the date of application. If the applicant is a manufacturer which is marketing its products through a distributor / supplier in British Columbia, then that company must have carried on business as a distributor/supplier in British Columbia for at least two years preceding the date of application.

## **5 DETAILS OF CONDITIONS REGARDING THE MATERIAL**

Upon an application being made, the applicant must provide:

- 5.1 Proof that any Roofing Material included in the application has been successfully tested by an independent laboratory to ULC, UL, CGSB, CSA or CCMC standards or evaluation as applicable and confirmation that such Roofing Material continues to meet such standards. Where such tests have not been undertaken, a statement why CGSB approval has not been obtained and what alternative testing and / or acceptance has been secured which must be in the opinion of RGC at least equivalent to relevant CGSB standards.  
  
EPS manufacturers require third party certification by an independent testing lab that the products meet CAN/ULC - S701-97.
- 5.2 Proof of market experience with such Roofing Material in British Columbia or alternatively - at the option of RGC - in a verifiable and similar climatic environment for a minimum of two (2) years.
- 5.3 A statement listing any acceptance of such Roofing Material by other Canadian provincial roofing contractors associations.
- 5.4 Samples and technical / product / marketing information for use as required by the Technical Committee and the Board in considering the application.
- 5.5 Standards for application and installation of such Roofing Materials or Roofing Systems sufficiently detailed in the opinion of RGC as to be suitable for publication in the Roofing Practices Manual upon acceptance in a format acceptable to RGC.

- 5.6 An analysis of any Roofing Material included in an application as a component of Roofing Systems including its experience in actual applications and its limitations. Any incompatibility with other Roofing Materials or Roofing System components which may be used must be identified.

## **6 THE MATERIAL ACCEPTANCE AGREEMENT**

- 6.1 The Material Acceptance Agreement between RGC and the applicant must be in effect at the time of application of acceptance of Roofing Materials or Roofing Systems by an applicant.
- 6.2 The Material Acceptance Agreement will remain in effect until such time as it is cancelled by RGC and/or a new Material Acceptance Agreement is requested by RGC.
- 6.3 The Material Acceptance Agreement may be revised at any time and from time to time by RGC.
- 6.4 Nothing in this Policy shall in any way derogate from the obligations of the applicant under the Materials Acceptance Agreement.

## **7 SPECIFICATIONS, REVISIONS**

- 7.1 The applicant must provide all relevant Roofing Material or Roofing System installation or application standards and specifications in writing as part of an application.
- 7.2 In the event that any such installation or application standards or specifications change, then written notice and details of any such changes must be provided to RGC with at least 30 days notice prior to such changes being implemented.

Any change of manufacturer for a previously RGC accepted product which is marketed under a private label requires notification of, and confirmation by, RGC in order to retain the accepted status for the RGC Guarantee Program.

- 7.3 Notice of revisions to any data concerning Roofing Systems or Roofing Materials previously accepted by RCABC which are received by RGC require approval by the Board prior to publication. Interim notices of changes to holders of the RGC Roofing Practices Manual remain the responsibility of the party required to give notice of such changes to RGC.

In cases of urgent and critical changes, such party may request RGC to issue an immediate revision at such party's expense.

- 7.4 Material changes to installation or application standards or specifications may invalidate a prior acceptance of Roofing Systems or Roofing Materials.

## **8 CERTIFICATION**

- 8.1 If the manufacturer or applicant has instituted a "certification" program for roofing contractors or applicators, then the applicant must train and/or "certify" any RCABC member or his employees upon request, if the member has contracted to apply their product. Qualified trainers and other technical resources must be made available to RCABC/RGC and its members upon reasonable request and if deemed necessary by the manufacturer/supplier/applicant.
- 8.2 Approval of a request by a member of RCABC to be "certified" shall not be unreasonably withheld if a manufacturer sells through "certified" applicators.

## **9 WITHDRAWAL OF ACCEPTANCE / DISPUTES / CLAIMS**

- 9.1 RGC retains the right to withdraw the acceptance of any accepted Roofing System or Roofing Material under its guarantee program at any time and without notice with the reason stated in writing.

- 9.2 Pursuant to RCABC's / RGC's Bylaws and policies, the Ethics Committee of the Board will assist in the review of disputes arising from the administration of this Policy. If it is appropriate, Directors representing Associate Members will be named as members of the Ethics Committee whenever issues involving Associate Members are before the Committee.
- 9.3 An appeal of a decision of the Ethics Committee will be available pursuant to the Bylaws of RCABC / RGC.
- 9.4 Claims received by RGC from an owner will normally be reviewed by RGC's Technical Manager in consultation with the roofer who applied the roof and the Associate Members who supplied the materials involved. At the option of RGC, an independent inspection firm may also be retained.
- 9.5 Should the above group fail to resolve the responsibility for any such claim and the allocation of its associated costs, every effort should be made by all parties concerned to either follow an informal process of mediation, or to agree to a formal process of binding arbitration (pursuant to the Commercial Arbitration Act of B.C.) in lieu of referring the issue to the judicial system.

## **10 METAL ROOFING**

Whereas Active Members may manufacture metal roofing panels, Associate Members may not apply or install metal roofing as a condition of membership. Both parties require acceptance of their metal roofing systems in order to be included in the RoofStar Guarantee Program.